

3.10: Procedures for Renewal and Reinstatement of a License

(1) **Requirements for Renewal of License.** A licensee must renew his/her license every two years. The following are the requirements for renewal of a license:

- (a) A licensee must submit to the Board a completed renewal application and required fees, prior to the renewal/expiration date of the license; and
- (b) A licensee must fulfill the continuing education requirements set forth in 251 CMR 4.00.

(2) Procedures for Renewal of a Lapsed/Expired License.

(a) If a licensee fails to meet the requirements for renewal of his/her license, as set forth in 251 CMR 3.10, the license of such person is considered lapsed or expired. A lapsed or expired license is a license not in good standing. A licensee with a lapsed/expired license is not authorized to practice psychology or use the title "psychologist" during the period that the license is lapsed/expired.

(b) A licensee who renews his/her license within one renewal cycle (two years) after the date the license lapsed/expired, may apply to the Board for renewal of the license by submitting a completed renewal form, paying all past due renewal and late fees, and presenting evidence satisfactory to the Board of having completed all continuing education credits required by 251 CMR 4.00.

(c) A licensee who fails to renew his/her license within one renewal cycle (two years) after the date the license lapsed/expired, may apply to the Board for renewal of his/her license as follows:

1. If practicing psychology in Massachusetts during the period the license was lapsed/expired:

- a. A petition for renewal, made under oath and signed before a notary public, must be filed with the Board, which sets forth in detail the licensee's professional activities during the period the licensee has been lapsed/expired;
- b. Sworn and notarized statements from at least two licensed psychologists who are familiar with the licensee's work and professional history during the period the license has been lapsed/expired must be filed with the Board. Such statements must describe the basis of the affiants' knowledge;
- c. A completed renewal form and all required past due renewal and late fees must be submitted to the Board;
- d. Documentation of fulfillment of the continuing education requirements of 251 CMR 4.00 must also be filed with the Board. The number of continuing education hours required to be completed by an applicant for renewal of a lapsed/expired license shall be based on 20 hours per renewal period and determined by the number of renewal periods between the latter of the date the applicant last renewed his/her license or June 30, 1988, and the most recent renewal date prior to the application for renewal;

- e. An applicant for renewal of a lapsed/expired license may also be required to personally appear before the Board or a subcommittee of its members; and
- f. An applicant for renewal who has failed to renew his/her license for more than two renewal periods may be required to achieve a passing score on the current national psychology licensing examination and any other examination required for licensure. The Board will not renew the license of an applicant who is required to achieve a passing score on such examination(s) prior to the Board's receipt of official notice that the applicant has achieved a passing score on the required examination(s).

2. If not practicing psychology during the period the license was lapsed/expired:

- a. a completed renewal form, payment of the application fee, current license fee, and a late fee;
- b. submission of an affidavit signed under the penalties of perjury attesting that the applicant has not been practicing psychology during the period the license was lapsed/expired;
- c. presentation of evidence satisfactory to the Board of having completed all continuing education credits required by 251 CMR 3.10 and 4.00;
- d. where required by the Board, fulfillment of the requirements of 251 CMR 3.10, and
- e. where required by the Board, fulfillment of additional supervised experience requirement to demonstrate current clinical competence.

3. If practicing psychology in a jurisdiction other than the Commonwealth of Massachusetts during the period that the Massachusetts license was lapsed/expired:

- a. a completed renewal form, payment of the application fee, current license fee, and late fee;
- b. submission of an official record of standing or certified statement indicating the license is and has been in good standing in the jurisdiction of current licensure; and
- c. presentation of evidence satisfactory to the Board of having completed all continuing education credits required by 251 CMR 3.10 and 4.00.